

Report Requirements

Building, Site, and Park Projects

Concept Review

Project Overview

Description of Agency/Mission	Describe the agency, its mission and existing employment numbers.
Description of Project Area	Describe the project area (including surrounding areas) and existing site conditions, including sensitive environmental resources onsite (e.g., natural habitat areas, wetlands, trees, etc.).
Description of the Proposed Development and Development Alternatives	Describe what is proposed for the project site including the total area of the site to be developed (if applicable) and allocation of land to proposed uses. Describe what other alternatives have or are being considered for the project.
Master Plan Alignment	If the project is part of a master plan, describe any discrepancies between the master plan and what is currently proposed.
Site Acquisition Information	If the submission is for review of a site acquisition project, provide information regarding the location under consideration (i.e. transit accessibility, proximity to federal agencies and amenities, etc.) and the proposed program for the site.
Schedule	Provide a schedule for project construction and occupancy (if applicable).
Project Cost Estimate	Provide a total estimated cost of the project and its funding status.

Outreach and Coordination

Public Engagement	Describe the project's public outreach component and whether any community or local coordination has been initiated. This should include a summary of community views, if available.
Coordination with Federal, State, and Local Jurisdictions	Provide the status of coordination with affected federal agencies and state and local governments. If known, describe what coordination with federal, state, and local jurisdictions will be required or conducted voluntarily.

Project Information and Drawings

Site Plan	<p>Provide schematic site plans to depict the relationships of proposed improvements and existing site features. Site plans should include the following information:</p> <ul style="list-style-type: none"> ✔ Site boundaries, including dimensions; and ✔ Existing and proposed topography of the site (preferably at 1-2-foot contour intervals). ✔ Existing man-made features to remain and all proposed buildings, structures, and related improvements on and immediately adjacent to the site, including, but not limited to access ways, driveways.
Photographs	Provide photographs and aerial imagery of proposed project site and impacted project areas.

Environmental and Historical Considerations (may be cross-referenced with any NEPA/NHPA documentation)

Historic Preservation	Identify whether any historic resources are located within the project area or could be affected by the project. If known resources are present, describe the project's approach to addressing the resource (e.g., avoidance, rehabilitation, preservation, restoration, or demolition).
Natural Resources	Describe the project's anticipated effect on natural resources that could be present in the project area such as wetlands and waters, endangered and threatened species, unique or critical habitat, trees, migratory birds, etc.

Flooding	<p>Describe any existing and future flood risks and identify floodplains.</p> <p><u>If available:</u></p> <p>✓ Describe if the project is a critical action and how the proposed action will generally (in terms of flooding) affect, or be affected by, neighboring properties. Describe how the proposed design will minimize flood risk to the proposed action and the operations it supports. Describe how the proposed design will minimize impacts to the floodplain.</p> <p><u>If the project involves site selection:</u></p> <p>✓ Describe the site selection process and the role that floodplain risk management played in decision-making. If sites outside the floodplain were not considered, or a site outside the floodplain was considered and rejected, please explain why.</p> <p><u>If the project involves investment in existing facilities:</u></p> <p>✓ Describe if the applicant considered relocation of existing functions Does the proposed design make the existing facility and its operations more resilient to flood impacts, and if so, describe how.</p>
Stormwater Management	<p>Include a description of existing characteristics of the site and unique features or conditions that would affect stormwater management. Describe the conceptual approach to managing stormwater on the project site. Identify which federal, state, and local regulations and guidance will be applied to the project and which jurisdiction will approve the stormwater management plan and erosion and sediment control plan.</p>
Equity Considerations* (provide information as available at this submission stage)	
Equity Goals	<p>Describe how the project helps to implement the applicant agency's equity goals.</p>
Data Analysis	<p>Identify if the proposed project is located in or directly adjacent to an underserved community. If yes, include a brief profile of demographic information and indicators of any socioeconomic and/or environmental burdens and disparities present in the community.</p> <p>If known, describe any previous impacts on underserved communities caused by the development of the federal installation where the project is located and how they have been addressed previously (if at all) and/or in the current submission.</p>
Community Engagement	<p>Identify if the proposed project is located in or directly adjacent to an underserved community. If yes, include a brief profile of demographic information and indicators of any socioeconomic and/or environmental burdens and disparities present in the community.</p> <p>If known, describe any previous impacts on underserved communities caused by the development of the federal installation where the project is located and how they have been addressed previously (if at all) and/or in the current submission.</p> <p>In addition to general outreach and coordination, describe how the agency has engaged with underserved communities who have historically been excluded from planning processes. Include the methods, timeframe, and frequency of the project outreach and describe how outreach efforts were proactive in terms of meeting community needs and circumstances. Include evidence of outreach efforts such as meeting minutes, as applicable. Indicate how the agency has also coordinated with local jurisdictions to understand local equity issues and concerns.</p> <p>Describe any negative outcomes identified by underserved communities that could result from the proposed project, including any visual impacts or incompatibility with the surrounding community. Describe how the project has changed to address these issues and any plans for ongoing engagement.</p>
Physical Access	<p>Describe if the project would allow universal and equitable physical access for visitors and employees to onsite public amenities, and to services in the surrounding community. Describe any physical barriers that the plan or project would create between an underserved community and access to existing community amenities, services, and connections, and how those barriers would be mitigated.</p>

Economic Development	Describe the economic benefits and opportunities that the project would provide in underserved communities such as increasing investment, enhancing community-serving establishments, connecting residents with construction jobs, and providing long-term employment opportunities. Describe potential negative economic impacts and how these will be addressed.
Cultural Affirmation and Diversity	<p>Describe any efforts to partner with underserved communities to incorporate local and underrepresented cultural identities and traditions into the proposed project. Community stakeholders to engage may include residents as well as local community organizations, artists, and businesses. Through community consultation, methods such as programming, commemoration, arts, and education can be developed to support ongoing civic engagement and community enrichment.</p> <p>Indicate any potential effects on the cultural resources of underserved communities and how those are addressed in the proposal. (This may be cross-referenced with NHPA documentation.)</p>
Sustainability, Resilience, and Health	Describe how the project addresses climate change and natural resource impacts to underserved communities. Identify if the project would affect health and environmental outcomes for surrounding underserved communities. (This may be cross-referenced with NEPA documentation.)

**Applicants are required to include equity considerations for all projects with a site selection component and complex projects in or directly adjacent to underserved communities. For all other projects, NCPC staff reserves the right to request information regarding equity considerations in coordination with the applicant.*